



No. F.4-5//2018-CR-I
FEDERAL PUBLIC SERVICE COMMISSION
Aga Khan Road, Sector F-5/1

Islamabad, the 30th August, 2023

Tel: 051-9212297

From: Mansoor Ahmad
Director General (C&R)

To: Chairman,
Higher Education Commission,
H-9,
Islamabad

Subject: **AWARENESS MATERIAL REGARDING RULES AND FUNCTIONS OF FPSC**

Dear Sir,

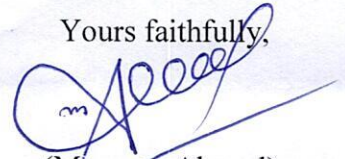
I am directed to convey an observation of the Commission that awareness relating to functions and processes of FPSC needs to be given to prospective candidates at a wider scale, especially to those belonging to far-flung areas, in Baluchistan and Sindh.

2 In the context as above, please find enclosed herewith material for dissemination amongst university level students, with a view to provide them awareness regarding the recruitments being conducted by FPSC so that they may apply for different positions in BS-16 and above under the Federal government.

3. It is requested that this awareness material may be provided to all public and private universities, especially in Sindh and Baluchistan for wide publicity in seminars/workshops and through notice boards etc.

4. With Best Regards,

Yours faithfully,


(Mansoor Ahmad)

Encl. as above

Federal Public Service Commission

1. Introduction

The Federal Public Service Commission (FPSC) is a constitutional body under article 242 of the constitution of Islamic Republic of Pakistan, 1973. Recruitment of persons to all Pakistan Services, the civil services of the federation and civil posts in connection with the affairs of the federation in basic scales 16 & above is the key function of FPSC.

Provincial/Regional Quota:

To ensure representation of all Provinces/Regions in the Federal Government Services, FPSC strictly follows the quota policy of the Federal Government as under:-

QUOTA	Merit	Punjab	Sindh (R)	Sindh (U)	K.P.K	Balochistan	EX-FATA	Gilgit Baltistan	AJK
%age	7.50%	50%	11.40%	7.60%	11.50%	6%	3%	1%	2%

10% vacancies are reserved for Women. 5% of vacancies are reserved for Minorities. These vacancies are in addition to their participation in open competition against the overall provincial/regional quota.

• Modes of Recruitment

a) Competitive Exam-CSS

Recruitments for the posts in BS-17, are made through annual Competitive Examination in following occupational groups/services, under the Federal Government:-

- i. Commerce and Trade Group
- ii. Foreign Service of Pakistan
- iii. Information Group
- iv. Inland Revenue Service
- v. Military Lands & Cantonments Group
- vi. Office Management Group
- vii. Pakistan Administrative Service
- viii. Pakistan Audit & Accounts Service
- ix. Pakistan Customs Service
- x. Police Service of Pakistan
- xi. Postal Group
- xii. Railways (Commercial & Transport) Group

Before main CSS exam, a Preliminary Multiple Choice Question (MCQ) test is held. The candidates who qualify for the test, and are otherwise eligible as per relevant criteria, can participate in the main written exam. Interviews/ Viva Voce of the eligible candidates are held by the Commission for the candidates who qualify for the written part of the examination. Detailed rules, syllabus, suggested readings and eligibility criteria are available on the official website of FPSC www.fpsc.gov.pk.

b) General Recruitment (GR)

- In addition to Competitive Exam, Recruitment is also made by FPSC through selection of persons for Professional and Technical ex-cadre posts in BS-16 and above. The eligibility criteria for every post varies as per respective advertisement. These positions include the posts under all Ministries/Divisions/Departments of the Federal Government.

- **Scheme of Tests under GR:**

For General Recruitment, a test of 100 marks (Multiple Choice Questions) is mandatory for all posts. Top merit-qualified candidates, who are eligible otherwise, are shortlisted for interview by the Commission as per following ratio:-

Basic Scale	Merit Quota	Provincial/Regional Quota
BS 16 to18	1:5	1:3
BS 19 & above	1:5	1:5

2. Facilitation to Candidates

The advertisements are issued generally on the first Sunday of every month in the prominent National press and also posted on FPSC website (fpsc.gov.pk). Outcome of all recruitment processes is also made available on the official website. Details of updates available on the website are as under:

- Job advertisements, application forms, rules, and syllabi of each post are regularly uploaded on the FPSC website.
- Online submission of applications for all jobs in BS-16 and above.
- All events relating to the recruitment are conveyed to the applicants/candidates through Public web notices.
- Publication of advertisement on a monthly basis on the official website.
- Online facility for submission of applications
- Admission certificate
- Availability of results
- List for calling documents from candidates in the shortlisting zone
- Intimation to the candidates
- Documents submission
- Interview scheduling
- Preparation of final merit list

All the prospective candidates are strongly advised to regularly visit the official website of the FPSC in order to keep them updated to participate in a transparent and fair competitive recruitment process.
